

Play Your Way to Literacy

Set-Up Instructions

Front of room:

- Projection Screen
- A chair for Betsy off to the side
- A table
- Podium is optional
- Set-up for Betsy's laptop to connect with the projector
 - Betsy has a MAC with a dongle (*device to convert it to PC style for projecting. If you think there might be connection issues, please provide a back-up laptop*).
 - Please provide connection cables.
 - Please check to see if an extension cord will be necessary
- If possible, a sound system connected with the projector would be wonderful.
- A flip chart and markers.

Facing the front:

- One chair for each person, with chairs facing forward.
- Auditorium style is fine, chairs at tables are fine as well

Sides of the room:

- An empty book truck

Corners of the room:

- Empty to allow for block-building activities

Back of room

- A table for refreshments (*if provided*)

By entrance:

- Registration table and materials

At one point, all participants will be moving around in a circle.

This means there must be room for them to move, either

- Around the edges of the room, encircling the tables,
- In the back of the presentation room (*if there's enough space*),
- In the middle of the room (*moving all chairs to one side and sitting on the floor*),
- Or, in a different room altogether.

